NS5 Cheat Sheet #9 How Enter Incidents, Accidents, Near Misses, Illness and Injury and Equipment Damage/Loss.

The TDI-Brooks Safety Management Manual describes our procedures for reporting incidents, accidents, and near misses. TDI defines an incident as a generic term for an unplanned, undesired event that adversely affects personnel or the completion of a task or project.

Incidents can range from minor first aid to major events, but all must be reported in NS5.

How to Create a New Incident in NS5
To create a new incident, log into NS5 and select the **Quality Compliance** Module. Click the **New Incident** icon from the **Quality and Compliance** window toolbar.


The **Quality and Compliance Incident** window opens.

 The fields for **Date** (of event), **Reported** (date reported – defaults to current date), **Ship** and **Incident Number** will automatically be filled.

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Vessel Systems Manager   Last updated Oct 2015

Leave **Voyage Number**, **Closed** and the **Insurance Box** blank. (Only the office can close out an incident)

Click the green button to the right of the Incident Type box. Scroll down to the incident type that applies and double click on it to select it. **** Note- Hydraulic fluid on deck is to be reported as Equipment Damage. Only if fluid goes in the water should it be categorized as a Spill.**
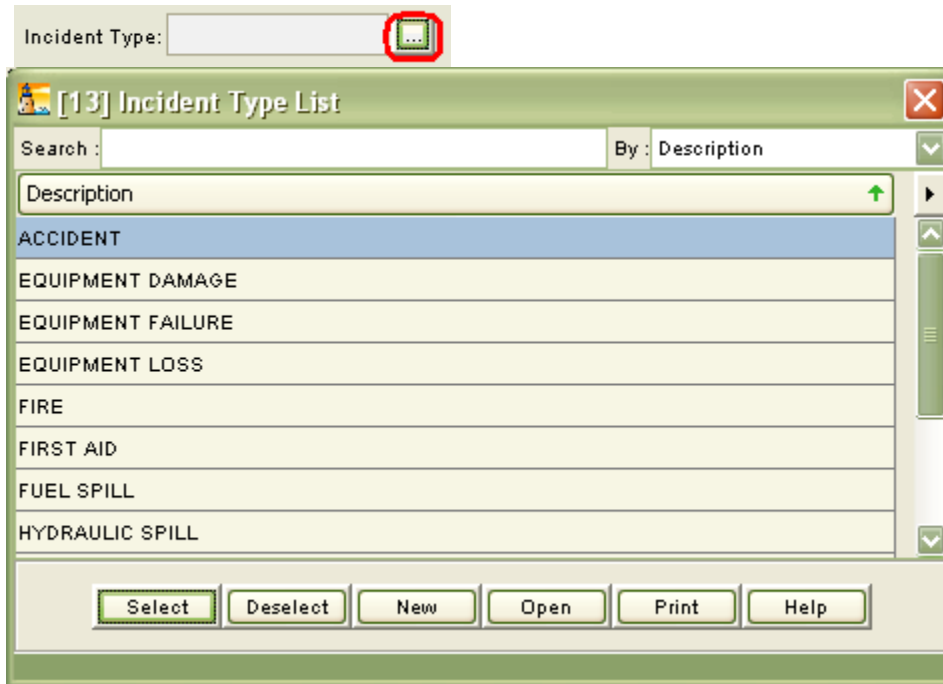
Here's how you fill out the rest:

- **Reported by:** Type your first and last name
- **Title: All titles will begin with incident type followed by a short description. Examples below:**
    - **EQUIPMENT LOSS- BEACON**
    - **INURY- EYE IRRITATION**
    - **NEAR MISS- CANTELEVER ROLLER SNAPPED**
    - **EQUIPMENT DAMAGE- TRIGGER ARM BENT**
    - **For illness-** enter the title "ILLNESS-" followed by a short description of the illness. For ex: "**ILLNESS- FLU LIKE SYMPTOMS**" **(Do NOT include employee's name in the title)**
    - **For first aid case-** enter the title "FIRST AID-" followed by a short description of the wound. Ex: "**FIRST AID- SMALL CUT ON HAND**" **(Do NOT include employee's name in the title)**
    - **For injury-** (injury requires a doctor or hospital/ emergency room treatment) enter the title "INJURY-" followed by a short description of the injury. Ex: "**INJURY- HAND LACERATION**"

- **Category:** Select the same category as Incident Type.

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- **Place:** Where on the boat the incident occurred
- **City, Country:** Choose from the menu button on the right. If you cannot find your country, city -- leave it blank.

Description: Enter a brief description of **what** happened, **who** was involved, **how** it happened. For injuries or illness, this is where you put the full name of the crewman and what medication/ treatment was given.

Remarks: Describe what action was taken immediately. If this is an illness/ injury, Remarks is where to enter follow up notes about improvement, monitoring and additional doctor's appts./ recommendations.

Preventative Actions: In the top box, enter the action suggested by the ship to prevent recurrence.

File Attachments: <u>Supervisor and Employee incident reports are to be attached here</u>. You may attach jpg photos of injuries or damaged equipment, or pdf scans of medical bills, prescriptions, repair invoices, drydock or diver reports by clicking on the paper clip icon at the top of the window.

<u>**Save the File**</u> When you have filled in all the information you need, go to the top of the Incident window and go to **File**, **Save**.

<u>**To make sure your incident was entered**</u>, go to the menu bar, **Quality and Compliance Documents**, **All incidents**.

Clicking on the "Date" title bar twice will bring the most recent entry to the top of the list. Your new incident should be at the top.

If someone requests a pdf of the NS5 report:
Go to the top of the incident window and click on **Reports**.

A window will open asking if you want to print to a screen, printer/ fax or file. Clicking "Screen" will allow you to preview the report. To save it as a pdf for emailing, click" File" and save it to the desktop or to the ship server.

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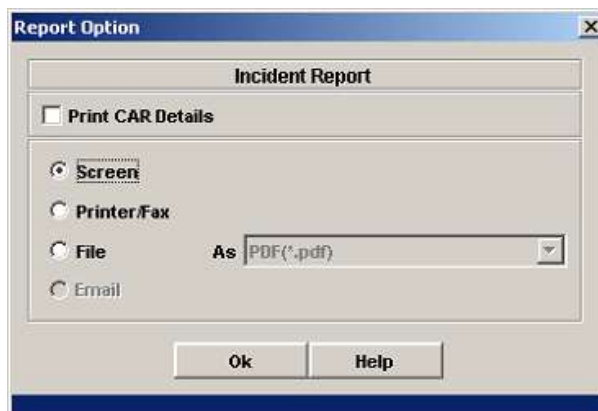
This is roughly what it should look like when you are finished: